



TOWN OF WELFLEET
Health and Conservation
220 West Main Street
Wellfleet, MA 02667
508-349-0308

March 30, 2020

COVID-19 Procedures for Health and Conservation Department

Instructions for Permit and Application Submissions

Health Department

Septic

Permits

Electronically

1. When possible submit plans, permit applications, inspections, and asbuilts electronically to Hillary.Lemos@wellfleet-ma.gov
2. Send payment in the mail to 220 West Main Street, Wellfleet, MA 02667 – clearly indicate what the check is for with an applicable address and brief work description
3. Permits with stamped plans will be mailed to the installer or emailed if requested.

Septic Inspection Reports

1. When possible submit septic inspections electronically to Hillary.Lemos@wellfleet-ma.gov
2. Inspection letters will be mailed to property owners.

In Person

Permit Drop Off

1. Drive to office and drop paperwork and check in the drop box located outside the front door. Permits with stamped plans will be mailed to the installer.

Asbuilt

1. Drive to office and drop in the drop box located outside the front door.

Inspection Requests

1. Call in or email Douglas.Guey-Lee@wellfleet-ma.gov and Hillary.Lemos@wellfleet-ma.gov

Septic Inspections

1. Drive to office and drop paperwork and check in the drop box located outside the front door.
2. Inspection letters will be mailed to property owners.

Requesting Research

1. Please submit request electronically to Hillary.Lemos@wellfleet-ma.gov or call the office.
2. A copy of the plan requested, an asbuilt and one prior inspection report will be emailed back or left in the drop box outside the door. Please indicate which method you prefer.

Well

Permits

Electronically

1. When possible submit plans and permit applications electronically to Hillary.Lemos@wellfleet-ma.gov
2. Send payment in the mail to 220 West Main Street, Wellfleet, MA 02667 – clearly indicate what the check is for with an applicable address and brief work description
3. Permits will be mailed directly to the well driller.

In Person

1. Drive to office and drop paperwork and check in the drop box located outside the front door. Permits will be mailed to the well driller.

Water Testing

The Barnstable County Water Quality Laboratory is currently closed. They will only be accepting samples from Public Water Suppliers on an appointment basis.

If you want to use another lab, please call them first to make sure they are open. Bottles can be left outside our door for you, please call or email and make this request.

Board of Health Meeting

The next BOH meeting is scheduled for April 8, 2020. Materials will be needed one week prior to. Materials can be emailed or dropped off. If materials are to be dropped off at the office please include a USB Drive with the plan and variance request letter.

Conservation Department

Conservation Commission Applications

Electronically

1. When possible submit plans, applications, and other materials electronically to Hillary.Lemos@wellfleet-ma.gov
2. Send payment in the mail to 220 West Main Street, Wellfleet, MA 02667 – clearly indicate what the check is for with an applicable address and brief work description
3. A meeting date will be scheduled based on the date applications are received. An email will be sent confirming the date of the hearing and the hearing process.

In Person

1. Drive to office and drop paperwork and check in the drop box located outside the front door. Please place all materials on a USB Drive. Make sure you include your email address on your submittal.
2. A meeting date will be scheduled based on the date applications are received. An email will be sent confirming the date of the hearing and the hearing process.

By Mail

1. Send all materials to 220 West Main Street, Wellfleet MA 02667
2. Include an USB drive with all materials.

Pre-Construction Site Visits

1. Call project supervisor, if no response call or email Hillary.Lemos@wellfleet-ma.gov and Douglas.Guey-Lee@wellfleet-ma.gov

